

**CITY OF BELLEVUE
YOUTH LINK BOARD
REGULAR MEETING MINUTES**

September 12, 2012
6:00-8:00 p.m.

City Hall
Room 1E-112
Bellevue, WA

BOARDMEMBERS PRESENT: Co-Chairs Michelle Mattson-Hamilton and Jenny Kim,
Boardmembers Annie Cheng, Xiaoning Jiang, Angela Navas, Ryley Martin, Brian McDonald

BOARDMEMBER ABSENT: Boardmember Olivia Gonzalez

MEMBER-AT-LARGE: Po Bodin

STAFF PRESENT: Patrick Alina, Helena Stephens

OTHERS PRESENT: John Loughlin, Max Navas, Royal Stuart, Alex Tang, Jenny Wang

MINUTES TAKER: Michelle Cash

1. CALL TO ORDER:

The meeting was called to order by Co-Chair Mattson-Hamilton at 6:00 p.m.

Timekeeper: Ryley Martin

2. APPROVAL OF AGENDA:

Motion by Co-Chair Kim and second by Boardmember Martin to approve the meeting agenda. Motion carried unanimously (7-0).

3. APPROVAL OF MINUTES:

There were no minutes for approval.

4. ORAL COMMUNICATIONS:

None.

5. UNFINISHED AND NEW BUSINESS:

A. Action Items

- Welcome New Boardmembers

Ms. Stephens welcomed the new Boardmembers to the board. Boardmembers and staff introduced themselves.

- Staff Report

Ms. Stephens reported on the following items:

- The Bellevue Youth Theatre is the charity partner for the Nordstrom 2012 Fall Fashion Show, which will be held at the Bellevue Hyatt Regency on September 27.
- Proceeds from the upcoming Lake-to-Lake Walk and Bike-to-Bike Event will benefit Bellevue Youth Camp Scholarship Fund. The event will be held on September 22.
- For a sixth time, the America's Promise Alliance has named Bellevue as one of the top 100 best communities for young people, an honor that comes with a \$2,500 grant. Boardmembers are encouraged to attend the October 15 City Council meeting where Councilmembers will celebrate the event.

- Youth Council Report

Youth Council members provided the following report:

- Students participated in an eight-week Marketing Internship program. One of the projects was to assist with the redevelopment of the Youth Link website. With the new website, Youth Link members will be able to access BYC meetings and special events calendar via Google Calendar.
- There will be a Youth Link Open House event on September 19. All Boardmembers are encouraged to attend.
- The first BYC general meeting will be held on October 3.
- There will be a Teen Closet Distribution event on September 24 at World Impact Network.
- Teen Closet received an award in May 2012 from the Washington Recreation Park Association for "Outstanding Teen Services Program." This was the second Youth Link program award received from WRPA in over ten years.

- Youth Link Board Orientation

Ms. Stephens reviewed the following information to orient Boardmembers with the Youth Link Board:

- Background information about the Youth Link program and how it was started.
- Youth Link slogan; Mission, Vision and Values Statements.
- By-Laws
- Robert's Rules of Order Summary

In addition, Ms. Stephens called attention to presentation materials that were included in the Board packet. The materials provided information about Youth Link partnership opportunities, as well as program information (i.e., BYC, Action Teams, Youth Involvement Conference and Community Leadership Awards, Teen Closet, Bellevue Youth Court).

Ms. Stephens noted that there were approximately 60-100 ideas generated at the Youth Involvement Conference. The Board will review this information and determine the top 10 youth priorities and make a recommendation to the City Council.

Ms. Mattson-Hamilton discussed the 2011-2012 Review and Recommendations information that was included in the Board packet. This information was comprised from a Council directive to reevaluate Youth Link's role and respond to two goals regarding a Governance Model and Long-Term Community Partnerships.

B. Study Session Items

- Youth Link Website Presentation

University of Washington students Royal Stuart and John Loughlin discussed the Human Centered Design & Engineering (HCDE) program they participated in at the UW. As one of their projects, they assisted the Youth Link Marketing Team with redevelopment of the Youth Link website.

Mr. Loughlin explained that the current Youth Link website is outdated and difficult to update. The goal of the new website is to enable donations, provide comprehensive information about Youth Link, and accommodate imagery and video.

Mr. Stuart discussed the process that the HCDE team went through to develop the Youth Link website. First, the team conducted research to create personas of website users. These personas were used through the website redevelopment. The personas included: 1) parent; 2) involved/active youth; 3) community member.

Based upon the research conducted, Mr. Stuart explained that the HCDE concluded the following site map for the website:

- Home
- Learn About Us
- What's Happening
- Get Involved
- Contact Us
- Downloads

Mr. Loughlin discussed some of the programming framework for the site, including: HTML, embedded Goggle products, etc.

Boardmembers applauded Mr. Loughlin, Mr. Stuart, and the HCDE team for the comprehensive website.

C. Board Communication and Announcements

- Youth Link Board Retreat

Ms. Stephens discussed the purposed of the Youth Link Board Retreat. Boardmembers concurred that a facilitator should be used for the retreat. Once Ms. Stephens confirms the retreat date with the facilitator, she will forward the information to Boardmembers. The retreat will most likely be on October 20, 21, or 13 (dates are listed in preferred order).

6. **OTHER COMMUNICATIONS:**

None.

7. **ADJOURNMENT:**

Motion by Co-Chair Kim and second by Boardmember McDonald to adjourn the meeting at 7:45 p.m. Motion carried unanimously (7-0).